

The Air Force Centralized Credentials Verification Office (AFCCVO) is the central source for credentials verification for the Air Force Medical Service (AFMS). The AFCCVO documents and verifies credentials for AFMS Medical Corps, Dental Corps, Nurse Corps and Biomedical Science Corps. With a staff of experienced and dedicated credentialing professionals, the AFCCVO provides the resources necessary to ensure providers are qualified and able to assume their responsibilities in a timely manner.

The AFCCVO:

- Standardizes and consolidates Primary Source Verification (PSV) activities
- Ensures Medical Treatment Facilities (MTFs) receive properly completed PSV credentials packages

AFCCVO Mission:

Support the Air Force Medical Service through dependable and objective review, primary source verification, and documentation of credentials.



Providers on the Move

Permanent Change of Station (PCS)

As soon as notification of an anticipated PCS is received, an e-mail message should be sent to the AFCCVO group e-mail account stating:

- Provider name
- Provider specialty
- Provider social security number
- Gaining MTF
- Report no later than date

Timely receipt of this message will ensure the appropriate verification(s) and query results can be obtained prior to the provider's arrival at the gaining MTF. The provider credentials file (PCF) and CCQAS records should be forwarded directly to the gaining MTF—**NOT** the AFCCVO.

Air Force Institute of Technology (AFIT) Programs

When a provider enters an AFIT training program:

- Send the PCF to the AFCCVO
- Send the CCQAS record to the "WE0JF66J" unit identification code (UIC)

Re-deferred Civilian Training

When a provider enters a re-deferred civilian training program, (s)he will receive orders of separation for the time in training. The provider will return to active duty status at the completion of training. When a provider enters a re-deferred civilian training program:

- Forward the PCF to the AFCCVO for maintenance
- Send the CCQAS file to the "AFCCVO" UIC

Contact the AFCCVO with questions regarding file location.



AFCCVO

8626 Tesoro Drive, Suite 205

San Antonio, TX 78217

Phone: 210.826.0242 • Fax: 210.829.4526

E-mail: AFCCVO.FC-LMIT@lmco.com

<http://airforcemedicine.afms.mil/afccvo>

AFCCVO

Air Force Centralized Credentials Verification Office



*Supporting the Air Force
Medical Service*

AFCCVO Supports the AFRS Through...



... Credentials Verification

The core function of the AFCCVO is to verify that AFMS providers have completed the education and training necessary to provide appropriate care to Department of Defense beneficiaries. The AFCCVO verifies provider:

- Education
- Training
- Board Certification
- Licenses, Registrations and Certifications



... Database Queries

To ensure appropriate review of past professional conduct and clinical practice, the AFCCVO performs queries of national, state, and military databases that are repositories for information on adverse clinical competency issues, reported fraud and abuse, and unprofessional behavior. The following organizations are routinely queried as part of the credentialing process:

- National Practitioner Data Bank
- Healthcare Integrity & Protection Data Bank
- Department of Health and Human Services, Office of the Inspector General
- TRICARE Program Integrity Office
- Federation of State Medical Boards

... Integration of Credentials Activities

The AFCCVO minimizes duplication of effort and ensures information is provided to all agencies that need documentation of credentials across the AFMS. Information is routinely provided to:

- Air Force Medical Operations Agency (AFMOA)
- Air Force Personnel Center (AFPC)
- Air Force Recruiting Service (AFRS)
- Air Force Institute of Technology (AFIT)
- MTF Credentials Managers



... Credentials File Maintenance

The AFCCVO provides initial and ongoing credentials file maintenance for:

- Providers in Civilian Training Programs
- Providers in Non-Clinical Positions
- Providers in Special Duty Assignments (Clinical Scientist Training And Research (C-STAR), research, etc.)



AFCCVO Inquiry Assistance

Primary Source Verification (PSV)

Through its account with CertiFax-online, the AFCCVO obtains PSV of board certifications quickly with no cost to the requesting MTF. To request a PSV:

- Complete a PSV request form. This form is available under the credentials manager link on the AFCCVO website or through the AFCCVO office.
- Obtain a release form from the provider authorizing the inquiry. This release must have been signed in the past twelve months.
- Send the documents to the AFCCVO via fax or e-mail.

Federation of State Medical Boards (FMSB)

FMSB inquiries can be requested through the Centralized Credentials Quality Assurance System (CCQAS). To request only a FMSB query:

- Go to the FMSB tab in CCQAS
- Check the "request query" box

A report is run daily to detect requests. Results will be posted in CCQAS and sent to the requester via e-mail.

National Practitioner Data Bank and Health Care Integrity & Protection Data Bank (NPDB/HIPDB)

To request only a NPDB/HIPDB inquiry:

- Go to the NPDB/HIPDB tab in CCQAS
- Check the "request query" box
- Send the request to the AFCCVO group e-mail address
- A PSV request form is NOT required